

## **METROPOLITAN LOCAL HUMAN RIGHTS**

Virginia Home for Boys and Girls  
8716 W. Broad St.  
Richmond, VA 23294

### **MINUTES**

OCTOBER 12<sup>TH</sup> @ 1PM

<b>AGENDA</b>
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**1). Call to Order:**

- Ms. Dawn Wadiak called the meeting to order at 1: 15PM

**2). Introductions:**

**LHRC MEMBERS PRESENT**

- Dawn Wadiak Chair
- George Miller, Vice Chairperson
- Edward Gerhard LHRC Member

**LHRC MEMBERS ABSENT:** None

**OTHERS PRESENT**

- Michael Curseen Region IV Human Rights Manager

**AFFILATES PRESENT:**

- A Fresh Approach: Tonya Morgan, Anita Best
- Achieving Family Services, Inc.: Tonya Hall, Kenneth Payne
- All Family Matters, Inc: Tara George, Katie Garnett
- Brookfield: Tim Reading
- Jackson-Field
- M.I.N.K.S. Youth & Family Services, LLC.
- Omega II Therapeutic After School, Inc.: Shaun Parker, Robert Anderson
- Restoring Youth Alternatives: Candie's N. Allen
- Virginia Home for Boys & Girls: April Dunkum, Robert Steele
- Youth Builders, LLC, Reginald Goodwyn

**AFFILIATES ABSENT**

- None

**GUESTS:**

- **Leona Baylor**, Families In Care Intervention Services; **Tawarna B. Grant**, J & G House of Beginning, LLC, **Byron Porcher & Joyce Patterson**, Family AriZen; **Terrance Edwards, Troy Thorn, Jennifer Turner**, Commonwealth Clinical & Consulting Services; **Ginny Travis**, District 19 CSB; **Stacie Olander**, First Home Care

**3). Approval of the July 13<sup>th</sup>, 2010 Minutes and August 13<sup>th</sup>, 2010 Minutes**

**4). Public Comment: None**

**5). Treasurer's Report: Tonya Morgan Reported:**

- Account Established 03/26/10
- Balance on Hand: 1,522.40
- Total Deposits:
  - No Deposits or Withdrawals

**6). Old Business**

**A):** Treasurer's Report Presented for the July 13<sup>th</sup>, 2010 LHRC Meeting was approved.

**B): LHRC Follow-Up: Policy Reviews**

- **Brookfield, Inc.** (Group Home) made the following changes to their policy as requested by the LHRC: Pg. 43-44 **Informal Complaint Process**-bottom of page-Delete 12 VAC 35-115-160-Informal Complaint Process. Include language from 12 VAC 35-115-170-Complaint Resolution Process. **The LHRC approved a motion to accept the revisions presented.**
- **Virginia Home for Boys and Girls (Intensive In-Home)** made the following changes to their policy as requested by the LHRC:
  - **7000.34G-Access to an Amendment of Service Records:** Change 12 VAC 35-115-80 to 12 VAC 35-115-90
  - **7000.31H- Restrictions of Freedom of Everyday Life-Procedures:** Delete 1.A a-g-not applicable for Intensive In-Home Services providers; Delete 2.B & 2C-not applicable for Intensive In-Home Services providers
  - **7000.31V-Reporting Requirements:** Delete 1A, 2A, 3A-not applicable; #3-delete seclusions; 3C a ii, iii, iv, 3C c i-delete all references to seclusion; 3D-delete all references to seclusion  
**The LHRC approved a motion to accept the revisions presented.**
- **Restoring Youth Alternatives (Intensive In-Home Services)** made the following changes to their policy as requested by the LHRC: Pg. 42-**Use of Seclusion, Restraint and Timeout-** Need to include a time limit for use of restraints. Refer to 12 VAC 35-115-110, c.14 of rules and Regulations. **The LHRC approved a motion to accept the revisions presented.**
- **Achieving Family Services, Inc.** – Review deferred
- **Jackson-Field** – Review deferred

**C): LHRC Follow-up:** Achieving Family Services- Human Rights Activities Report for period 3/31/10- 6/29/10 was approved by the LHRC.

**D): LHRC Follow-up:** Approval of Human Rights Activities Reports for Period 3/31/10-6/29/10. All reports for that period were approved by the LHRC.

**E): LHRC Follow up:** Secretary's Report presented at the July 13<sup>th</sup>, 2010 LHRC meeting. The LHRC approved the Secretary's Report presented at the July 13, 2010 meeting

**New Business:**

1. **Affiliation Request: Families In Care Intervention Services, LLC (Intensive In-Home) –Leona Baylor, Executive Director**  
**Program:**
  - Population serviced 5yrs-18 or 20. At risk clients who are displaced from the home.
  - 24 hour crisis intervention, parenting skills, parenting support groups, want to add truancy program
  - No staff hired
  - Training received: CPR/1<sup>st</sup> Aid, Crisis Wave
  - Services will be provided within the clients home
  - Human Rights Training included within each monthly staff training; orientation sign off sheet to prove each staff have received the training
- **Policy Review Update:**
  - **Explanation of Individual rights and Provider Duties:** Pg. 5 of 5: Delete 2<sup>nd</sup> paragraph concerning religious services-not applicable.
    - **Restriction on Freedom of Everyday Life:** Pg. 25 of 25, Procedures-Delete 1<sup>st</sup> paragraph from *move within services setting to making purchases.*
    - **Informal Complaint Process:** Pg. 32 of 32: Delete *Informal* from the title.
    - **Provider Reporting Requirements:** Pg. 44 of 44, **Abuse & Neglect-** Delete 1<sup>st</sup> sentence beginning with "The program director...by the Commissioner..." Pg. 44 of 44, **Abuse & Neglect-**Delete 1<sup>st</sup> sentence beginning with "The program director...by the Commissioner..." Pg. 44 of 44, **Death & Serious Injuries-** Delete 1<sup>st</sup> sentences beginning with "The program director...Commissioner..."
- **The LHRC motioned to approve this request for affiliation; The LHRC also requested that the above changes to the human rights policy and a human rights competency-based test is forwarded to Mr. Curseen within 10 days of today's date.**
2. **Affiliation Request: J & G House of Beginnings, LLC (Residential Care) - Tawarna B. Grant, Director**
  - **Program:**
    - No exclusionary criteria to keep clients from entering program.
    - Clients must be able to care for self
    - Orientation will be provided to staff based on Human Rights Policy and Procedure.
- **Policy Review:**

- **Use of Seclusion and Restraints and Time Out-Pg 32:** Need to include on use of restraints behavior management procedure to be used and specify that only trained staff may implement or assist in applying a physical restraint. Also include the time limits (depending on client's age) for the use of restraints. In developing this policy, include language from 12 VAC 35-115-110, A,B, C.1, C.2, C.3, C.4, C.5, C.6, C.7, a-d, C.8, C.9 a-b, C.10, C.11, C.12, C.14, C.15, and C.17 of the Rules and Regulations.
  - **Reporting Requirements** –Death and Serious Injuries #1-delete (not applicable). Also need to include the reporting requirements for Physical Restraints. Include language from 12 VAC 35-115-230, C.2, C.3 a(1), b(1) c(1) and C.4 of rules and Regulations.
- **The LHRC motioned to approve this request for affiliation; The LHRC also requested that the above changes to the human rights policy and a human rights competency-based test is forwarded to Mr. Curseen within 10 days of today's date.**

**3. Affiliation Request: Family AriZen-Intensive In-Home Services - Byron Porcher, CEO**

**Program**

- Clients services are from 4-21yrs with behavior issues
- Coordination with family and services provides
- 24hr crisis intervention
- Staff trained in Crisis Wave; Seclusion based on emergency
- Admission Criteria is based on medication history, school history, family history
- No exclusionary criteria
- **The LHRC motioned to approve this request for affiliation; The LHRC also requested that a human rights competency-based test is forwarded to Mr. Curseen within 10 days of today's date.**

**The policy review was deferred to the January 2011 LHRC meeting.**

**4. Affiliation Request: Commonwealth Clinical & Consulting Services Intensive In Home Services – Terrence Edwards, Director**

**Program**

- No staff hired
- Annual Test provided to assure staff are competent
- Maximum Caseload 3-5 depending upon the counselor background and experience
- Exclusionary Factors: harming self and others; intellectual deficits; age stop @ 21
- Looking to expand towards Mental Health Support
- **The LHRC motioned to approve this request for affiliation; The LHRC also requested that a human rights competency-based test is forwarded to Mr. Curseen within 10days of today's date.**

**The policy review was deferred to the January 2011 LHRC meeting.**

- **5. Affiliation Request: District 19 CSB**  
The LHRC motioned to approve this request for affiliation; The LHRC also requested that a human rights competency-based test is forwarded to Mr. Curseen within 10days of today's date.
- **6. Affiliation Request: First Home Care Foster Care Agency** – Stacie Olander
  - **Program**
    - Sites in Richmond, Maryland & looking to expand to Tidewater, Alexandria and Roanoke
    - MHS 18-up-have clients in 50's and late 40's
    - Primary Eligibility Criteria: at risk of hospitalization, repeated intervention with Social Services
    - Exclusionary Criteria: Severe MR, low functioning
    - HR training provided to all staff upon hire

### **Policy Review**

- **Number** all pages and add references to the Table of Contents. **Behavior Management Policy**-need to specify the type of recognized behavior management procedures used. Physical Restraints must be time limited. Refer to 12 VAC 35-115-110, c.14 Rules and Regulations.
  - **Grievance and Appeal Process-Delete:** This policy conflicts with the Complaint Resolution Process for informal and formal complaints.
  - **Internal Investigation Process:** Pg. 2 of 2: Replace contact information for Region V Regional Advocate with contact information for Region IV Human Rights Manager.
  - **Participation in Decision Making:** Pg. 1 of 1, 5<sup>th</sup> paragraph: Please clarify the reference of Oyster Point Academy.
  - **Personal Belongings, Room and House Searches Policy** –Pg. 2 of 3: Explain why a mental health support services provider requires a search policy. Clients must also be present during a room search. For Belongings Searches, Letter B, explain why the search is not delays until the client is available to be present. Pg. 3 of 3: Explain the use of random searches by police using K-9 unit. All searches by police using k-9 unit. All searches by staff require a reason to suspect and the client must be present.
  - **Physical Restraints Using Non-Violent Crisis Intervention Model TOVA:** Pg. 1 of 5 & 1 of 3: Clarify references to Oyster Point Academy. Explain why staff is trained in CPI and TOVA.
  - **Reporting Requirements**-Pg. 1 of 1, Action: Delete first sentence of 1<sup>st</sup> Paragraph-not applicable to private providers. Under 4<sup>th</sup> Paragraph concerning seclusion or restraint, need to include language from 12 VAC 35-115-230, C.2; C.3a-1, b-1, c.1 and c.4 of the Rules and Regulations.
  - **Visitation**-Pg. 1 of 1: Explain why mental health support services provider requires a visitation policy.

- **Wand Metal Detector**: Explain why civil clients need to be subjected to a wand search.
  - **Weapons**: Pg. 1 of 1: Clarify references to Crawford First Academy and Oyster Point Academy.
- **The LHRC motioned to approve this request for affiliation; The LHRC also requested that the above changes to the human rights policy and a human rights competency-based test is forwarded to Mr. Curseen within 10 days of today's date.**
- **Discontinue Affiliation Request:**
  - **LaurAlex, LLC Intellectual Disability Residential Services- (Memorandum)**
    - **The LHRC approved a motion to discontinue the affiliation of LaurAlex per this provider's request.**
- **Discontinue Affiliation Request:**
  - **Metro Area Support Services- (Memorandum)**
    - **The LHRC approved a motion to discontinue the affiliation of Metro Area Support Services per this provider's request.**
- **Human Rights Activities for Period : June 30, 2010 – September 30, 2010**  
The LHRC approved the providers human rights activities reports received for the period covering June 30, 2010 through September 30, 2010.
- **Office of Human Rights Report: In-Service Training RE: Community Abuse/Neglect Report Form**: Guidelines addressed in regards to how the form is to be used when an allegation or complaint is made:
  - Must be submitted within 24hrs of complaint
  - Can be emailed or faxed
  - Pg 1: Which refers to the client –refers to the victim
  - If two clients were victims; two reports must be submitted (peer on peer report and staff report)
  - Client Injuries-write none if no injuries
  - Always enter name of person who's making/made the report
  - 10 days are allowed to complete investigation/findings after which the Community abuse Reporting form must be re-submitted
  - If more time is needed an extension can be requested up to the 6<sup>th</sup> day.
  - Investigator's findings box must be checked with appropriate findings
  - Director's Disposition must be checked along with date of director disposition
  - Alleged abuser only employees of the provider are entered in this section
  - Pg 3: only enter staff name who was monitoring the client
- **Secretary's Report:**
  - Number of Members Present: 10; Discontinued: 2
  - Number of Reports Received:
  - Number of Reports Not Received:
  - Requests for new affiliation: 5

- **Additional Comments:**

- Any information needing to be sent to Mr. Curseen including recent policies with changes from last meeting may be sent to the following contacts:

Mr. Curseen Contact: [michael.curseen@dbhds.virginia.gov](mailto:michael.curseen@dbhds.virginia.gov); (804) 524-7245 or (804) 524-4734. The mailing address is Michael Curseen, Region IV Human Rights Manager, Central State Hospital, P. O. Box 4030, Petersburg, VA 23803, Bldg 43, Rm. 101

- Next Meeting Scheduled: **January 11<sup>th</sup>, 2010 @ 1:00PM**; 2<sup>nd</sup> Tuesday in January

- **General meeting adjourned at 3:01PM by Dawn Wadiak, Chairperson. The Committee went into executive session to interview LHRC candidates for membership.**